

## **EDITED TASK LISTING**

### **CLASS: Departmental Construction and Maintenance Supervisor**

*NOTE: Each position within this classification may perform some or all of these tasks.*

1.	Assists administrators in determining future facility requirements, in programming and planning for renovations and additional facilities, and energy conservation projects or repairs to existing facilities utilizing various resources (e.g. State Administrative Manual (SAM), design criteria guidelines, space standards, population projections, consultant studies, etc.) as program needs dictate.
2.	Confers with administrators to determine project scope utilizing various resources (e.g. SAM, design criteria guidelines, space standards, building code, population projections, consultant studies, budget package, institutional staff, etc) as needed.
3.	In concert with other Departmental managers, annually correlates the department's Capitol Outlay Program on a statewide basis, to establish priorities in relation to cost and urgency of projects, utilizing various resources (e.g. SAM, knowledge, management input, etc.).
4.	In conjunction with Department of Finance, annually selects resources (i.e. Office of the State Architect, Department of General Services Project Management Branch, Department of Corrections in-house staff) to perform preliminary estimates of projects utilizing working knowledge, work schedules, etc.
5.	Represents the department in meetings, hearings, etc. with various agencies (e.g. Department of Finance, Public Works Board, Department of General Services (DGS)), the Legislature, Courts and other parties, to provide information, gain various approvals (e.g. funding for the Capitol Outlay Program, design and construction phase, augmentation, etc.), and final inspections and acceptance of projects, utilizing various resources (e.g. SAM, designers, estimators, working knowledge, interpersonal skills, Capitol Outlay Budget Concept Statement (COBCS), Capitol Outlay Budget Change Proposal (COBCP), construction status, etc.) as needed.
6.	Conducts field inspections to monitor construction status, ensure compliance with Legislatively approved project scope, and approve change orders utilizing various resources (e.g. SAM, approved design, supplemental report language, knowledge, etc.) as needed.
7.	Prepares various written documents (e.g. COBCS, COBCP, construction status reports, Department of Corrections five-year infrastructure plan, fund transfers, Construction Management Plan, contracts, etc.) to provide information, gain approvals and/or transfer funds utilizing various resources (e.g. SAM, status reports from DGS and Inmate Day Labor (IDL), knowledge, prior history documentation, State Budget, supplemental report language, computer hardware and software, etc.) as needed.
8.	Establish funding allocations to provide funds for repair projects utilizing various decision making resources (e.g. management/staff input, SAM, policies, procedures, budget estimates, etc.) as needed.

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<b>9.</b>	Monitors expenditures to ensure costs are kept within budget appropriation utilizing various resources (e.g. SAM, project status reports, expenditure reports, etc.) as needed.
<b>10.</b>	Provides assistance to various entities (e.g. Utility Companies, Institution staff, private parties, etc.) in matters relating to contracts, right-of-way agreements, estimates, etc. utilizing various resources (e.g. knowledge, contract code, SAM, etc.) as needed.
<b>11.</b>	Provides technical advice to the department's maintenance personnel to ensure facilities are properly maintained and operated utilizing various resources (e.g. in-house engineering recommendations, consultant studies, project specifications and maintenance requirements, etc.) as needed.
<b>12.</b>	Supervises staff in activities relating to major, minor construction and repair programs to ensure compliance with SAM, Five-year Infrastructure Plan, departmental priorities and policy, uniformity, etc., on a daily basis.
<b>13.</b>	Coordinates activities relating to major, minor construction and repair programs to minimize disruption to Institution operations and ensure success of the project(s) utilizing various resources (e.g. Institution and construction needs, etc.) as needed.
<b>14.</b>	Reviews and approves COBCS/COBCPs prepared by Institution staff to ensure compliance with SAM, Five-year Infrastructure Plan, departmental priorities and policy, uniformity, etc., as needed.